



NWCG Meeting Notes

November 20, 2019

Executive Board (EB): Garth Fisher (BIA), Dan Smith (NASF), Frank Guzman (USFS), Shane McDonald (FWS), Mark Koontz (NPS), Will May (IAFC), Jeff Arnberger (BLM), Kim Van Hemelryck (DOI OWF Liaison), Jim Durglo (ITC).

NWCG Staff: Sean Cross (NWCG Manager), Rhonda Noneman for Krysta Shultz (Exec. Secretary), Tim Blake (Coordinator), Paul Schlobohm (Coordinator), Jeff Hughes (Training Pgm Mgr), Nancie Turner (Webmaster).

Guests: Michelle Hawkins (NWS Severe, Fire, Public and Winter Weather Branch Chief), Heath Hockenberry (NWS Fire Program Leader), Larry Van Bussum (NWS Fire Weather Operations), Robyn Heffernan (NWS Science and Dissemination), Joel Kerley (Chair, National Interagency Aviation Committee).

Topic & Notes	Decision
<p>National Weather Service Proposal for Executive Board membership</p> <ul style="list-style-type: none"> • Heath led a presentation of this proposal. • Discussion included review of NWS historical, current, and future role and capabilities in support of wildland fire, what is gained with membership (more efficient connections to more NWS resources), criteria for and path to membership, type of membership, with whom NWS would fill the position. • Procedurally, Board members would make a recommendation for membership to the signatories of their Charter for approval. 	<p>EB members to give proposal due consideration in preparation for discussion at the December meeting.</p>
<p>Update on TM 18-001 Interagency Aviation Strategy Next Steps</p> <ul style="list-style-type: none"> • Joel reviewed intent of the tasking and progress to date. NIAC can address the tasking for national resources, making information accessible on the NIAC webpage. Information about local resources is not achievable by NIAC. • Completion of GAO-13-684 request remains dependent on performance data being collected through the FS AFUE study. 	<p>EB agreed to close the tasking when the national resource information is posted.</p>
<p>Primary Membership Status and Revised Guidance Recommendation</p> <ul style="list-style-type: none"> • Paul presented and discussed an inventory of primary members and chairs of committees and subgroups who are employed by entities other than the EB member agencies. • EB discussed the idea of modifying the primary member guidance to allow the EB to grant exceptions for some individuals. 	<p>EB supported the idea of modifying the primary member guidance to align with the charter and allow the EB to grant exceptions for some individuals.</p> <p>Staff to propose language changes at December meeting.</p>
<p>NWCG Course Certification Process</p> <ul style="list-style-type: none"> • Jeff presented a course certification process. Discussion topics included the nature of a Project Charter, the timing of test courses within the process, the intent of a “high level” review, relation to current course certification efforts, and EB’s role at final step in certification. 	<p>Based on EB feedback, Jeff will make and share revisions towards finalizing.</p>

Additional information beyond these meeting notes (i.e. handouts, presentations, maps, etc.) will require a FOIA request to ensure proper privacy regulations are followed. Please request via email: blm_fa_foia@blm.gov



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<ul style="list-style-type: none"> EB expressed appreciation for the transparency. 	
<p>FY 20 Proposed Budget Changes to cover Shortfall</p> <ul style="list-style-type: none"> Mark reviewed proposed changes to FY2020 budget to make up for unexpected shortfall. 	Approved.
<p>DoD – US Air Force and US Army Wildland Fire Programs</p> <ul style="list-style-type: none"> Shane described the wildland fire module programs within DoD and the existing partnerships some NWCG members have with the Air Force and Army. They are meeting NWCG standards and using IQCS. Discussion included whether to explore their interest in participating in NWCG. 	EB agreed Shane should pursue DoD level of interest in participation within NWCG.
<p>NWCG Staff Processes After Action Review</p> <ul style="list-style-type: none"> Mark led a review of staff processes, including a review of steps identified in May 2018. <ul style="list-style-type: none"> Solicitation of agenda topics and timely sharing of draft agenda <ul style="list-style-type: none"> EB: working well; sometimes more dialogue on proposed items is needed Meeting length unconstrained; facilitation allows for necessary conversation <ul style="list-style-type: none"> EB: members and staff should expect meetings to run 0800-1200 to take time as needed for deliberation; allow for more time for topics when building the agenda Meeting minutes provide discussion details and document decisions <ul style="list-style-type: none"> EB: Current approach is appropriate for external facing notes. Retain access to the details elsewhere. 7-day lead time for meeting agenda and materials <ul style="list-style-type: none"> EB: working well 7-day lead time for memoranda <ul style="list-style-type: none"> EB: working well Coordinator’s monthly program of work <ul style="list-style-type: none"> EB: requested invitations to the quarterly Connections Calls between staff and Committee chairs Coordinators will continue to seek the sweet spot for information flow between EB and Committees MailChimp communication protocols <ul style="list-style-type: none"> EB: The delay is working well. The service is good for the community. It has reduced a workload for EB members Quarterly process check 	Staff to develop recommendations for next month on these ideas



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<ul style="list-style-type: none"> ▪ EB: Build these topics into an annual meeting schedule, creating an expectation of review during the same months every year. ○ Other topics <ul style="list-style-type: none"> ▪ Possible standing monthly topics. Communication of progress on open taskings. 	

Note: The topic in the table below was an extension of the November meeting that was held Wednesday, December 4th.

Attendance – Executive Board: Garth Fisher, Jeff Arnberger, Kim VanHemelryck, Aitor Bidaburu, Will May, Dan Smith, Shane McDonald, and Frank Guzman. **Staff:** Sean Cross, Paul Schlobohm, Krysta Shultz, Tim Blake, Nancie Turner, Jesse Bender, and Jeff Hughes.

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<p>Update on Web Platforms – Wildland Fire Learning Portal (WFLP), NWCG Website, and National Wildland Fire Training</p> <ul style="list-style-type: none"> • By January 2020, the National Wildland Fire Training website will no longer be accessible due to security issues. At this time, not all information has been migrated to the WFLP. A proposed interim solution to house some Geographic Area Training Center information on the NWCG website was not approved by the Geographic Area Training Representatives (GATRs) at their November meeting. • Board expressed concern with regard to the training website going away, the need to have access to the information (e.g. schedule, calendar), and the urgency to transition the information to a more stable platform prior to January 2020. • The WFLP continues to be under development and is in a test phase. It is not ready for full implementation. Need to establish the governance relating to long-term operations and maintenance of the program with stakeholder and agency representation and determine business processes. 	<p>Executive Board, NWCG staff, and appropriate stakeholders will discuss the operations and maintenance of the Wildland Fire Learning Portal (WFLP) at their December meeting.</p> <p>Topic will be scheduled as a separate meeting in December.</p>